SCHOOL DISCIPLINE DATA REPORTING INSTRUCTION MANUAL

For School Year 2010-2011

Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

September 2010

TABLE OF CONTENTS

School Discipline Data Reporting

General Instructions

Reporting Period: July 1, 2010, through June 30, 2011

Due Date: June 30, 2011

Reporting Entities: All public schools in each public school district in the state, including publicly funded schools, must submit a completed report.

Data To Be Reported: Any incident that takes place during the reporting period that:
- results in an <u>out-of-school</u> suspension or expulsion, regardless of the length of time, for any enrolled student; or
- results in an <u>in-school</u> suspension for a <u>student with disabilities</u> (the student must be receiving special education services in accordance with an individualized education program [IEP]); or
- involves weapons, drugs, or violence in which the perpetrator is a nonstudent (someone not enrolled in the school such as a former student who has graduated or dropped out, or someone unknown to the school).

Electronic Submission: All reporting entities are required to report electronically over the Internet. The application opens in the fall and remains open through June 30. Data may be entered at any time during that time period. In order to access the application two logins are needed: the Citrix Username and password (mailed to authorized representatives in mid-June); and the School Discipline user name and password issued by the OPI and mailed to the registered user. Instructions for electronic data entry start on page 3.

School Discipline Data Collection Web Page: All information, resources, instructions, etc., relating to the school discipline data collection can be found on a dedicated page on the OPI Website. Use this page to access resources including:
- School Discipline Data Reporting Logs
  - Out-of-School Suspensions/Expulsions
  - In-School Suspensions – Students with Disabilities
- School Discipline Instruction Manual
- List of Codes
- Glossary of Terms

The link is: http://www.opi.mt.gov/Reports&Data/index.html?gpm=1_10#gpm1_10.

Contact the OPI: Karen B. Crogan: (406) 444-0685, kcrogan@mt.gov

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

1

Information Regarding In-School Suspensions

In-School Suspensions must be reported only for students with disabilities during the current school year. The phrase "Students with disabilities" means students who are receiving special education and related services in accordance with an active IEP.

This federal reporting requirement is being implemented in accordance with instructions from the U.S. Department of Education, Office of Special Education Programs.

Federal Definition of In-School Suspension
Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

Data Elements to be Reported for In-School Suspension
- Unique student identifier (the **student's state ID** from the AIM system)
- Race – ethnicity **(two-part question)**
    - Ethnicity (Hispanic or Latino: check if Yes) ☑
    - Race (select one or more)
- Gender
- Grade level
- Limited English Proficiency (LEP) status
- Length of removal in school days (percentage of a day)
- Disability codes (all disability codes that apply)

If a school has no in-school suspensions to report for students with disabilities no action is necessary on the In-School Suspension data entry screen.

See page 12 for instructions on electronic data entry of in-school suspension and Appendix B, page 29, for general instructions and definitions.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

2

Data Entry and Submission: SY 2010-2011
Important Points

- The electronic school discipline data collection application **opens for data entry on October 12, 2010**.

- Go to the **School Discipline Web page** for current information about the data collection, as well as all technical assistance features/documentation. A direct Web address for the page: http://www.opi.mt.gov/Reports&Data/index.html?gpm=1_10.

- **The application will remain open until June 30, 2011,** to allow schools to enter data at any time between October 12, 2010, and June 30, 2011.   However, **submittal of data** by a school to the school district or by the school district to the OPI **will not be available until May 15, 2011**.

- The application is structured so that a school district may enter data for its individual schools or, if the district prefers, each of the schools in the district may enter data and submit to the district. Either way, **the district must do the final submittal <u>at the district level</u> for the data to be submitted to the OPI**. <u>Failure to submit at the district level will result in an incomplete report</u>.

- <u>**SECURITY** – **In order to access the application,**</u> enter the school discipline User Name and Password for school year 2011 sent to you by the Office of Public Instruction on the "Get Password" screen. The extra level of security protects student privacy and provides the OPI with more accurate data for reporting purposes.

- **In-School Suspension data** are collected only for **students with disabilities**. See page 29 for general information and definitions and Page 12 for instructions on the electronic application.

- NEW for 2011: the two-part question on ethnicity and race has been implemented. Refer to the "*Race and Ethnicity Guidance to Schools*" and other related resource materials at the following link:
    - http://www.opi.mt.gov/Reports&Data/AIM/Index.html#gpm1_7.

- **Any report in the application may be saved as a PDF document to the user's C: drive and printed from there**. See printing instructions on page 17.

- **Prior to submitting data, a final report should be printed and reviewed to ensure data accuracy.** Through the submit process, the district is certifying that the data are correct as submitted.

- **Disclaimer:** No actual incident data are displayed in this manual; they are fictitious.

- **If you have questions**, please contact Karen B. Crogan (444-0685, kcrogan@mt.gov).

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

3

School Discipline Data Collection

This section provides comprehensive instructions on entering data and submitting completed reports. If you need specific details on how to access the application, see Appendix E, page 36.

Welcome! This is the first screen you will see in the School Discipline data collection application.

Your user level (DISTRICT or SCHOOL) is displayed on this screen.

Be sure to read the Tip of the Day for helpful hints or changes to the application.

Click Exit Program to leave the application.

Click Continue to move to the next screen.

Get Password This screen enforces the second level of security.

Enter the Registered User Name and the Password that you received from OPI.

DO NOT use the Citrix login here.

Click Login to open the application.

The Exit button will close the program.

NOTE: The Exit button on each screen will exit to the previous screen.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

4

Main Menu

When you log in, the application will identify you as a school district or a school based on your user name and password. As a school district, you will have the ability to enter data for all schools in your district. As a school you may enter data for your school only.

The buttons on the left of the screen provide you with two options. Single click to select a button.

Data Entry is the default.

The white screen lists the options available for each button.

School Discipline Data Collection Main Menu

Office of Public Instruction

School Discipline Data Collection

District: 0003   Grant Elem

School: 0004 ▾ Grant School ◂

School Year: 2010-2011

Select a button on the left and then double click the option below.

📝 **Data Entry**

📖 **Reports**

Out-of-School Susp/Exp Data Entry Screen
In-School Suspension (Spec Ed Students Only) Data Entry Screen
Submit School Discipline Data

Enter Out-of-School Susp/Exp Data

Help   Exit
❓   🚪

If you're logged in as a district, select a school from the School pull-down menu.

Double click to choose a menu option from the list.

A single click brings up a description of that option.

The Exit button allows you to leave the application.

The Help button provides access to application help topics.

OPI Knowledge Web Database

Office of Public Instruction

School Discipline Web Help

Select the Help you desire
School Discipline Data
IRIS/Citrix Technical Questions
School Discipline Web Page

Exit
🚪
frmWebHelp

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

5

Out-of-School Susp/Exp Data Entry Screen

Use this screen to enter all student-related incidents resulting in out-of-school suspensions or expulsions, as well as incidents involving nonstudents. Select Data Entry; double click the option Out-of-School Susp/Exp Data Entry Screen.

The three tabs (**Incidents**, **Incident/Victim**, and **Perpetrators**) represent three data entry screens. The **Incidents** tab (shown below) is always the first tab you see. You may navigate between tabs after the Incidents tab has been completed. To move from field to field, you may use the TAB key, the ENTER key, or your MOUSE.

If you are logged in as a school, you may begin entering data immediately. If you are logged in as a district, select the school for which you want to enter data from the School pull-down menu.

If a school has **no incidents** that resulted in out-of-school suspensions or expulsions, AND no in-school suspensions of students with a disability, AND no nonstudent incidents to report, check the No incidents reported box.

There are two reports that may be viewed or printed at any time during the data entry process. These reports are available on all tabs.

Report by Entry is a report of each incident in the order in which it was entered into the application.

Report by Month is a report of each incident in order by the month it was reported in. Both reports contain the same data using two different formats.

These reports may be viewed or printed at any time during the data entry process. For more information on Reports, see page 15.

NOTE: The district must still perform the submit process even if there are no incidents to report. See instructions for Submittal on page 18.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

6

Entering an Incident (OOS) - Incidents Tab

Month: Enter the month in which the incident occurred. Select from the pull-down menu or begin typing the month. *Validation Check:* This field cannot be left blank.

Incident Description: This optional field is for your convenience. Please see page 21 for more detail on this data element. If the field is not filled in by the user, it will be automatically filled with a unique incident number.

Location Code: Type the code number or select from the pull-down menu.

Validation Check: This field cannot be left blank and only one code may be entered. See page 22 for more detail and definitions.

As incidents are entered and saved, they are displayed in the white screen in the center of this form.

The Incident Description is displayed for each incident in the list, along with the month field and location. This field may be useful for identifying a specific incident. In the example at the left, note that one incident has an auto-assigned number in the Incident Description, while the other two contain short descriptions that make each incident more recognizable.

To add a new incident, click the Add New Incident button. (The cursor will be placed in the Month field to begin entering a new incident.)

To delete an entire incident, double click on the incident in the white screen to bring it up and click the Delete Incident button.

NOTE: In the course of entering an incident, if an error message is displayed as a result of a problem from which you cannot exit, click on the Incident Tab and delete the entire incident. You should then be able to re-enter the incident.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

7

Entering an Incident (OOS) - Incident/Victim Tab

All Incident Codes and Victim Codes entered for the incident are displayed in the white screens. Please refer to Appendix A for detailed descriptions and definitions of incident and victim codes.

To add an additional Incident Code or Victim Code, click the corresponding Add button.

To delete an existing Incident Code or Victim Code, double click on the code in the white screen to bring it up and press the corresponding Delete button.

Incident Code: Enter an Incident Code by typing the code or selecting one from the pull-down menu.
  Validation Check: This field cannot be left blank. Enter all that apply.

Victim Code: Enter a Victim Code by typing the code or selecting from the pull-down menu. Use Code 700 if there are no victims.
  Validation Check: This field cannot be left blank. If victim code 700 (No Victims) is entered, no additional victim codes may be entered.

# of Victims: Enter the number of victims that apply to each victim code entered.
  Validation Check: The number of victims must be entered for any victim code entered, except 700 (No Victims). A zero (0) will be entered by default for victim code 700 (None).

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

8

Entering an Incident (OOS) - Perpetrators Tab

Enter at least one perpetrator for each incident. Complete all fields before adding another perpetrator. See page 24 for more detail and definitions.

All perpetrators entered for an incident will be listed in the white screen.

To add another perpetrator for the same incident, click on the Add New Perpetrator button.

To delete an existing perpetrator, double click on the perpetrator in the screen to bring the record up and press the Delete Perpetrator button.

When all details for this incident have been recorded, click the Save Full Incident button to store the data. The user is returned to the Incident tab to begin entering a new incident. This button may also be selected by pressing the Enter key after program status/disability codes have been entered. Validation checks built into the application will not allow the incident to be saved if data elements are missing. Read any error messages carefully.

PERPETRATOR TAB DATA ELEMENTS

Perpetrator Identifier

Enter the student's 9-digit state ID from the AIM system into the perpetrator identifier field. The perpetrator identifier must be used for all incidents (both in-school and out-of-school) in which the student is involved.

Validation Check: This field cannot be left blank. If the perpetrator identifier was involved in a previous incident (in-school suspensions or out-of-school suspensions/expulsions), you will be asked whether to pre-fill the perpetrator code, gender, and race. The program status code will also be pre-filled, including any disability codes, if applicable [only for program status codes 12 or 12B], but it may be edited by the user. See page 24 for more details.
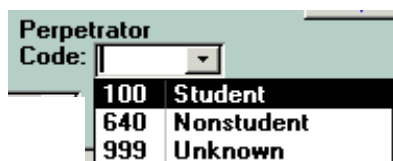
SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

9

Perpetrator Code

Enter the perpetrator code by either typing the code number or selecting a code from the pull-down menu.
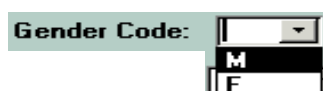
Perpetrator Code:	
100	Student
640	Nonstudent
999	Unknown

Validation Check: This field cannot be left blank. For each perpetrator Identifier entered, there must be a perpetrator code entered. If the code entered is 640 (nonstudent) or 999 (unknown), then no additional data are required and all subsequent fields will be grayed out - the user may either click the Save Full Incident button or press Enter to store the incident. If there are more people involved in the incident, click the Add Perpetrator button to add another perpetrator. If the perpetrator is a student, all additional fields must be filled in. See page 24 for more detail and definitions.

Gender Code

If the perpetrator is a student, enter the appropriate gender code by either typing the code or selecting from the pull-down menu.

Gender Code:	
M	
F	

Validation Check: If the perpetrator is an enrolled student, this field cannot be left blank. See page 25 for more detail.
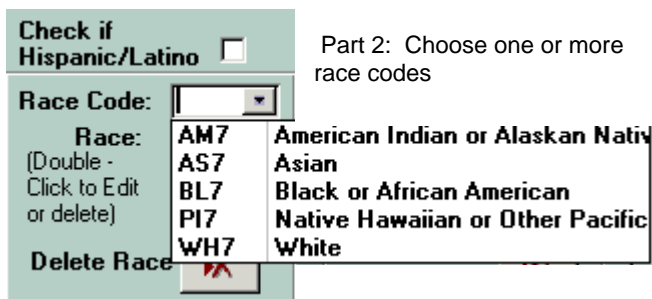
Race and Ethnicity (the Two-Part Question)

For a perpetrator who is an enrolled student, BOTH questions must be answered in order to identify the ethnicity and the race of the individual.

Part 1: Click in the checkbox only if the student is Hispanic or Latino. No validations are made based on the response.
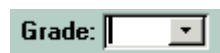
Part 2: Choose one or more race codes

Check if Hispanic/Latino	☑
Race Code:	
Race: (Double - Click to Edit or delete)	AS7 PI7 WH7
Delete Race	✗

Check if Hispanic/Latino	☐
Race Code:	
Race: (Double - Click to Edit or delete)	AM7 American Indian or Alaskan Nativ
	AS7 Asian
	BL7 Black or African American
	PI7 Native Hawaiian or Other Pacific
	WH7 White
Delete Race	✗

Validation Check: If the perpetrator is an enrolled student, the race code field cannot be left blank. See page 25 for more detail and definitions.

Grade

If the perpetrator is an enrolled student, enter the appropriate grade by either typing the grade level or selecting the level from the pull-down menu.

Grade: [ ]

Validation Check: If the perpetrator is an enrolled student, this field cannot be left blank. Only one grade level can be entered.

Action Code

If the perpetrator is an enrolled student, enter the action code by either typing the code number or selecting a code from the pull-down menu.

Action Code:	
250	Expulsion, placed in interim alternative educational setting
260	Expulsion, without services
400	Suspension, out-of-school, placed in interim alternative educa
410	Suspension, out-of-school, without services

Validation Check: If the perpetrator is an enrolled student, this field cannot be left blank. Only one action code can be entered. See page 26 for more detail and definitions.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

10

Length of Removal

If the perpetrator is an enrolled student, enter the length of removal in school days that the student was suspended or expelled by typing the number (enter partial days as decimal).

Validation Check: If the perpetrator is an enrolled student, this field cannot be left blank. See page 29 for more detail.
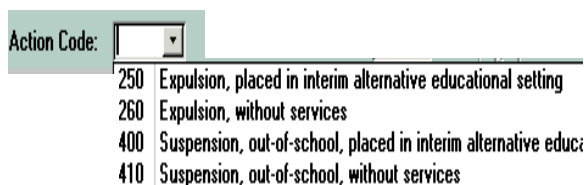
Expulsion/Suspension - Full Year/Shortened

If the perpetrator is an enrolled student, and the incident code indicates firearms were involved (incident code 11 [handgun], 12 [shotgun/rifle], or 13 [other firearms]), the application will select either Full Year or Shortened, based on the number of days entered in Length of Removal (above). The user may change the default entry.

Validation Check: If the incident codes include at least one firearms code, then either Full Year or Shortened must be checked. See page 27 for more information.

Program Status Code

If the perpetrator is an enrolled student, enter the program status code by either typing the code number or selecting the code from the pull-down menu.

Validation Check: If the perpetrator is an enrolled student, this field cannot be left blank.   Only one code can be entered. See page 27 for more detail and definitions.

Disability Code

If the Program Status Code indicates special education (12 - Special Education, or 12B - Special Education with Limited English Proficient), enter all disability codes that apply either by typing the disability code letters or by selecting from the pull-down menu.

Validation Check: If the program status code indicates special education, this field cannot be left blank. Enter all that apply. See page 28 for a more detailed list of disability codes.

To delete an existing disability code, double click on the code in the white screen to bring it up, and then click the Delete Disability button.

To add another disability code, use the Add New Disability button.

When the Program Status Code and any Disability Codes have been entered, the perpetrator data entry is complete. At this point, you may add another perpetrator to this incident or, if the incident data are complete, click the Save Full Incident button (or press Enter) to store the incident. You may then either enter a new incident or exit the application.

NOTE: If you run into problems entering perpetrator information (recurring messages popping up or screen freezes), try deleting the perpetrator by clicking the Delete Perpetrator button and re-enter the perpetrator data. If the problems persist, try deleting the entire incident from the Incident Tab and re-enter all data on the incident.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

11

In-School Suspension (Special Education Students Only) Data Entry Screen

This is the fourth year for which data on in-school suspensions of students with disabilities will be reported. If a school has no in-school suspensions of students with disabilities to report, you may disregard this part of the manual.

To access the data entry screen, double click the second menu item: In-School Suspension (Spec Ed Students Only) Data Entry Screen.

If the district has no In-School Suspensions to report for students with disabilities, no data should be entered.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

12

Entering an In-School Suspension (ISS)

All data required to complete an in-school suspension are entered on this screen. Data are reported by student.

Students already entered are displayed in the white screen.

To add a new student, click the Add New Student button.

To delete an existing student, double click on the student record in the white screen to bring it up (as shown in the screen above). Then click the Delete Student button.

When the student's Disability Code has been entered, press the Enter key to save the record.

Two reports may be viewed or printed at any time by pressing one of the two buttons located at the bottom of the data entry screen:

Report by Student Identifier shows each incident in numerical order by Student Identifier.

Report by Entry shows each incident in the order in which it was entered into the application. Both contain the exact same data, just formatted differently. For more information on Reports, see page 15.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

13

IN-SCHOOL SUSPENSION DATA ELEMENTS

Student Identifier

Enter the student's 9-digit state ID from the AIM system. It will be used for all incidents in which the student is involved.

Validation Check: This field cannot be left blank, cannot contain fewer than 9 digits, and it cannot include letters. If the student has been involved in a previous incident (in-school suspensions or out-of-school suspensions/expulsions), you will be asked whether to prefill the perpetrator code, gender, and race. The disability code field will also be prefilled, but may be edited by the user. See page 29 for more detail and definitions.

Gender Code

Enter the appropriate gender code by either typing the code or selecting from the pull-down menu.

Validation Check: This field cannot be left blank. See page 29 for more details.

Race-Ethnicity (the Two-Part Question)

For a perpetrator who is an enrolled student, BOTH questions must be answered in order to identify the ethnicity and the race of the individual.

Part 1: Click in the checkbox only if the student is Hispanic or Latino.

No validations are made based on the response.

Part 2: Choose one or more race codes.

Validation Check: If the perpetrator is an enrolled student, the race code field cannot be left blank. See page 25 for more detail and definitions.

LEP

Check this box only IF the student meets the criteria for limited English proficient status. See page 30 for more detail and definitions.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

14

Length of Removal

Enter the length of removal in school days (or part of a day) that the student was suspended in school by typing the number (use decimals to enter partial days).

Validation Check: This field cannot be left blank. See page 30 for more details.

Disability Code

Enter all disability codes that apply either by typing the disability code letters or by selecting from the pull-down menu.

Validation Check: Data collected on in-school suspensions applies to students with disabilities only; therefore, this field cannot be left blank. Enter all that apply. See page 31 for a more detailed list of disability codes.

To delete an existing disability code, double click on the code in the white screen to bring it up, and then click the Delete Disability button.

To add an additional disability code, click the Add Disability button.

When all Disability Codes have been entered, the in-school suspension record for the student is complete. At this point, you may either click the Add New Student button to add another student or press the Exit button to exit this screen.

Reports

The reports showing current data may be accessed at any time through buttons on the bottom of the data entry screens (both in-school and out-of-school) or through the Reports button on the main menu. Be sure to print a report of your completed in-school suspension and incidents of out-of-school suspensions/expulsions or nonstudent incidents for your records.

Reports from the Data Entry Screens
Two reports can be printed from each of the data entry screens (Out-of-School Susp/Exp Data Entry Screen and the In-School Suspension [Spec Ed Students Only] Data Entry Screen). Both reports provide the same data, but are formatted differently.

Out-of-School Susp/Exp Data Entry Screen

- **Report By Entry**: This report lists the incidents by the sequence in which they were entered into the application (most recent first).

- **Report By Month**: This report lists the incidents by the month in which they occurred.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

15

In-School Suspension (Spec Ed Students Only) Data Entry Screen

- **Report By Student Identifier**: This report lists the incidents in numerical order by student identifier.

- **Report by Entry**: This report lists the incidents by the sequence in which they were entered into the application (most recent first).

Reports from the Main Menu

Click the Reports button to bring up a list of reports that are available through this application. Single click on a report title to view a description of the report below the screen or double click the report to pull it up.

Out-of-School Incidents by Entry and Out-of-School Incidents by Month – Out-of-School Suspension /Expulsion incidents reported for the current year in the order in which the incidents were entered into the application or by the month in which the incidents occurred. Both reports provide the same data in different formats. The same reports can be accessed from the data entry screen.

In-School Incidents by Student Identifier and In-School Incidents by Entry – In-School Suspensions reported for the current year in numerical order by the student identifier or by the order in which the incidents were entered into the application. Both reports provide the same data in different formats. The same reports can be accessed from the data entry screen.

Check School Submission Status - A list of schools in the district and their submittal status for the current year. This report is primarily used at the district level.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

16

School/District - Drugs, Violence, Other, Weapons by Race - These reports display five years of district data showing unduplicated counts of Students and Out-of-School Suspensions/Expulsions for all racial ethic groups by the selected Category: Drugs, Violence, Other, and Weapons. The categories are determined by the incident codes collected by the individual schools and district(s).

Statewide - Drugs, Violence, Other, Weapons by Race - These reports display five years of statewide data showing unduplicated counts of Students and Out-of-School Suspensions/ Expulsions for all racial ethic groups by the selected Category: Drugs, Violence, Other, and Weapons. The categories are determined by the incident codes collected from all school districts in the state.

School/District - Incidents by Race - All Groups - These reports display five years of district data showing unduplicated counts of Students and Out-of-School Suspensions/Expulsions for all racial ethic groups by specific Group Name: Disruptive Behavior, Felonies, Fighting, Offenses Against Persons, Offenses Against Property, Other Offenses, Substance Abuse, and Weapons.

Statewide - Incidents by Race - All Groups - These reports display five years of statewide data showing unduplicated counts of Students and Out-of-School Suspensions/Expulsions for all racial ethic groups by specific Group Name: Disruptive Behavior, Felonies, Fighting, Offenses Against Persons, Offenses Against Property, Other Offenses, Substance Abuse, and Weapons.

Printing a Report

Reports may be printed directly from the report screen. However, you may want to consider saving each report as a PDF document to your C: drive and printing from there. Saving the report as a PDF provides a permanent electronic document and, if you have had difficulty printing in the past, it saves time.

> To print the report from the application, click on the Print icon.
> To close the report, click the Close icon.
> To zoom in or out, click on the Magnifier icon.
> To save the report to your C: drive as a PDF document, click the PDF icon.
> To minimize or maximize the report on the screen, click anywhere in the report using your mouse.
> To scroll up and down the page, use the scroll bar on the right side of the screen.
> To move from page to page in the report screen, use the right and left arrows in the bottom
>   left corner of the screen.

Top of the Screen (report)

Denise Juneau, Superintendent
Office of Public Instruction
Special Education
P O Box 202501
Helena MT 59620-2501

Incident Report Ordered by User Entry
District: Zurich Elem (0034)
School: Zurich School (0056)

SCHOOL DISCIPLINE LOG
School Year: 2011
7/1/2010 through 06/30/2011

| | | | | | | | | | | | | Length of | Firearm Incidents | | | |
Incident Description	Incident Month	Location Code	Incident Codes	Victim Codes	# of Victims	Perpetrator Identifier	Perpetrator Code	Gender Code	Race Code	Grade	Action Code	Removal in School Days	Full Year Expulsion (Y/N)	Shortened Expulsion (Y/N)	Program Status Code	Special Ed Disability Code(s)
Firearm test	February	100	11	100	1	753753753	100	M	WH7	2	400	180	☑	☐	11	
96013	December	100	2700	700	0	987654321	100	F	MU	6	250	30	☐	☐	12	AU
testing race	January	100	2200	200	1	123456789	100	M	HISP	3	400	0.5	☐	☐	12	LD

3 Incidents for Zurich School

8/10/2010 11:03:15 AM Citrix\choolDisciplinecp8120.ade rptEntryOrder   Page 1 of 1

Page: |◄ ◄ 1 ► ►| |✖|►|

Bottom of the Screen (report)

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

17

Save a Report as a PDF

When you click the PDF icon at the top of the screen, the report will automatically be saved to a folder on your C: drive named "OPI Reports." The following message will pop up.

SAVED

Your report has been saved to your local machine: C:\OPI Reports\SCHOOL DISCIPLINE INCIDENT REPORT - FY2009 1775.pdf.

OK
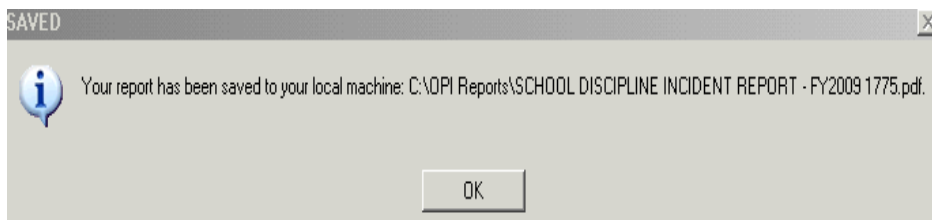
Click <u>OK</u>.

You can then open and print these PDF reports from your own computer without being logged into IRIS.

You will see this message the first time you save to PDF.

Choose <u>Full Access</u> for the first question and answer the second question however you prefer.

This gives the Citrix server the right to create a folder on your C: drive called "OPI Reports" where any PDF documents created by an OPI Citrix application will then be saved.

Submit

The submit process is very important because it provides assurance that the data entered have been checked for accuracy and all data have been reported for the 2010-2011 school year. Submitting also indicates that the data entry process is complete.

<u>The submit process should not be executed until ALL data have been entered and all schools are sure there will be no further incidents to report in the school year.</u>   Data may be entered any time during the reporting period; however, the application will not allow the submit process to be performed until after May 15, 2011.

When a school performs the submit process, the school will no longer be able to add or edit their data; any corrections must be handled at the district level. Once a district performs the submit process, the district will no longer have rights to add or edit data; all corrections must be made by the OPI.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

18

At the Main Menu, select <u>Data Entry</u> and double click on <u>Submit School Discipline Data</u>.

Submit Screen

This screen indicates that you are a school submitting your data to the district or that you are a district submitting all school data to the OPI.

If you are sure the data you entered are complete and accurate, click the <u>Submit</u> button.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

19

When you press the Submit button, this message will appear. It will remind you that you are certifying the accuracy of the data by performing the submit process. If you are sure the data are correct, click Yes.
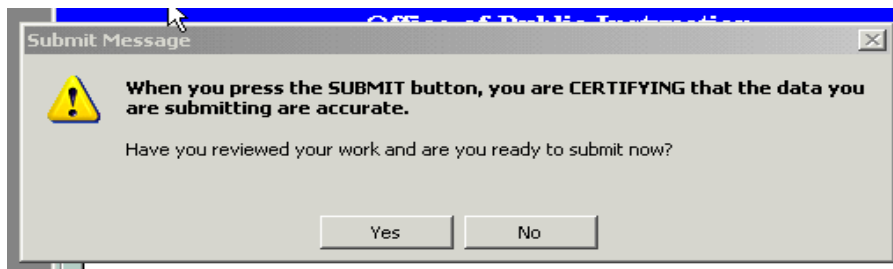
A validation check will be performed. If any errors are found, the application will not allow the data to be submitted until the errors are corrected. A validation report will appear that lists all errors. The errors must be corrected and the submittal process repeated.
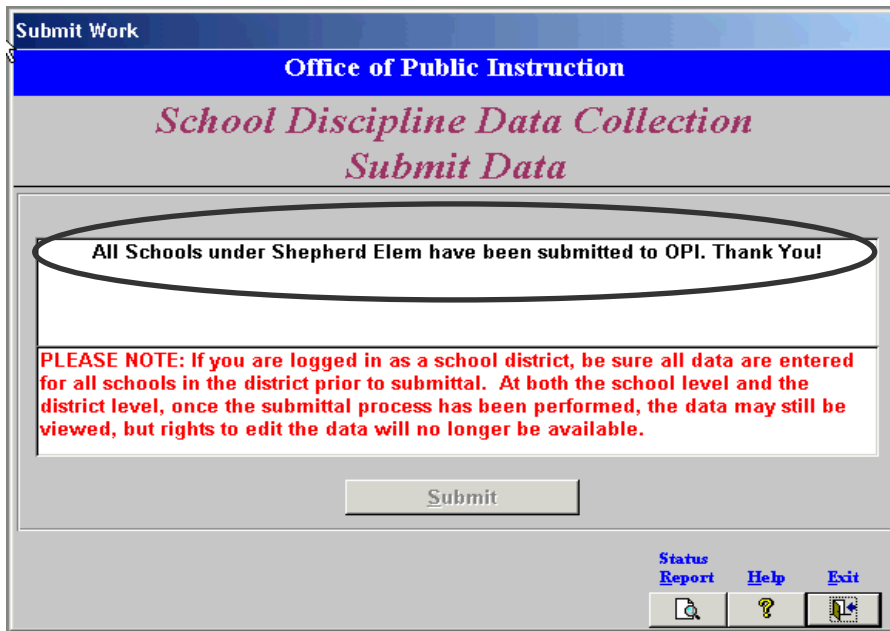
After the data have been successfully submitted, a message on the screen will indicate that the submittal was successful.

If you do not see a message similar to this, the submittal process is not complete.

After your successful submittal, you can still access reports through the Reports button on the Main Menu. However, you will no longer have access to the data entry screen.

Click on the Exit button to return to the Main Menu.

Congratulations. You are Done!!!

If you have questions or problems, call:
Karen Crogan (406) 444-0685 or e-mail: kcrogan@mt.gov

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

20

Appendix A

Reporting Data Elements for Incidents of
Out-of School Suspensions/Expulsions or
Incidents Involving Nonstudents

This section of the instructions describes the data requirements for each data element in the reporting process for incidents resulting in out-of-school suspension/expulsion or involving nonstudents. The sequence will follow the data elements in the electronic application.

A district that is unable to report data electronically must contact the OPI (see contacts on page 1).

Incident = an event that:
- **results in an out-of-school suspension or expulsion of any length for an enrolled student or students, or**
- **involves weapons, drugs or violence in which a nonstudent or student is involved.**

No Incidents To Report: A completed report must be submitted for each school in each district in the state. If a school has no out-of-school suspensions/expulsions or incidents involving nonstudents to report, the school must indicate this by checking the "No incidents" box on the data entry screen in the electronic application or, if reporting by paper, by checking the "No incidents" box on the paper form and submit the report.

NOTE: Even if a school HAS incidents to report of in-school suspension for students with disabilities, but no out-of-school suspensions/expulsions, the school must still check the "No Incidents" box indicating no incidents out-of-school suspensions/ expulsions or nonstudent incidents to report and submit the report.

Data to Be Reported

Incident

Incident Month: Enter the month in which the incident occurred.

Incident Description: This field is optional for the user. The intent is to provide the user with a field that is easily identifiable in the electronic application easier retrieval of the incident for reviewing, editing or deleting. Some examples that might be used for this field are initials of a student involved in the incident, or the type of incident - like "weapons."

NOTE: The application requires that the field be unique (for example, if there were two incidents in which the user wants to use the term "weapons" for this field, the user could enter "weapons" for one incident and "weapons1" for the following incident). If the field is left blank, the application assigns a unique incident number.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

21

Location Code: Location indicates where the incident took place. Enter one location code that applies to the incident from the following codes.

100   **On Campus**: The incident occurred on school property or in a school building.

200   **Off Campus**: The incident occurred off school property.

Incident/Victim

Incident Code(s):   Incident codes describe the incident. There are four distinct incident categories – Drugs, Other, Violence, and Weapons. Choose one or more codes from as many categories as necessary to accurately describe the incident.

DRUGS

1000   **Alcohol**: Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.

1600   **Drugs (Excluding Alcohol and Tobacco)**: Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance.

3300   **Tobacco**: Possession, use, distribution, or sale of tobacco products.

OTHER

1100   **Arson**: Unlawful and intentional damage, or attempt to damage, any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trash can fires are included in this category if they are contributing factors to a damaging fire.

1200   **Attendance Policy Violation**: Violation of school district or school policy relating to attendance.

1400   **Breaking and Entering/Burglary**: Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.

1500   **Disorderly Conduct**: Any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment.

2200   **Insubordination (Disobedience)**: Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.

2400   **Obscene Behavior**: Language or actions, written, oral, physical, or electronic, in violation of community or school standards. Offenses could include displays of affection in violation of school policy, obscene written messages or electronic communication, obscene gestures or language/profanity.

2500   **Physical Altercation, Minor**: Confrontation, tussle, or physical aggression that does not result in injury. Offenses could include pushing or shoving.

2900   **Other Sexual Offenses (Lewd Behavior, Indecent Exposure)**: Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Use this code for statutory rape. **Note**: Consider age and developmentally appropriate behavior before using this category.

3100   **Theft**: The unlawful taking of property belonging to another person without threat, violence or bodily harm. Electronic theft of data should be coded here.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

22

3400   **Trespassing**: To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.

3500   **Vandalism**: Willful destruction or defacement of school or personal property.

9000   **Other Offenses (Forgery, Fraud, Bribery)**: Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, forgery, resisting arrest, gambling, extortion, or dealing in stolen property.

VIOLENCE

1300   **Aggravated Assault (Battery)**: Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. This category should be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs. Examples: Striking that causes bleeding, broken nose; kicking while a student is down.

1700   **Fighting (Mutual Altercation)**: Mutual participation in an incident involving physical violence where there is no major injury.

1800   **Harassment, Bullying, Intimidation (Nonsexual)**: Repeatedly annoying or attacking a student or group of students or other personnel, which creates an intimidating or hostile educational or work environment. Examples: bullying or hazing.

2000   **Homicide**: Killing a human being.

2300   **Kidnapping**: Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.

2600   **Robbery (Involves Physical Harm)**: The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery. (Use code 3100, Theft, when NO threat, violence or bodily harm takes place.)

2700   **School Threat (of Destruction or Harm)**: Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. Example: bomb threat.

2800   **Sexual Battery**: Oral, anal, or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation, and sodomy.

3200   **Threat/Intimidation**: Physical, verbal, written, or electronic action toward an individual that immediately creates fear or harm without displaying a weapon and without subjecting the victim to actual physical attack.

WEAPONS

11   **Handgun**: The weapon involved is a handgun or pistol.

12   **Shotgun/Rifle**: The weapon involved is a shotgun or rifle.

13   **Other Firearms**: The weapon involved is another type of firearm not named above, including zip guns, starter guns, and flare guns. As defined by the Gun-Free Schools Act, other firearms include:
- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- The frame or receiver of any weapon described above;
- Any firearm muffler or firearm silencer; and

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

23

- Any destructive device, which includes:
  - Any explosive, incendiary (e.g., bomb, grenade), or poison gas;
  - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
  - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

20　**Knife, Blade 2.5" or Greater**: The weapon involved is a knife with a blade of **at least** 2.5 inches in length or **greater than** 2.5 inches in length. (NOTE: This definition is used for the purpose of federal reporting. Montana Code (45-8-361(5)(b), MCA) defines a weapon to include a knife with a blade 4 or more inches in length.)

96　**Dangerous Weapon**: A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 ½ inches in length. [Source: 18 U.S.C. §930(g)(2)]

　　If the weapon involved is a knife with a blade of 2 ½ inches in length or greater, report the incident under the Knife code (20) above.

97　**Other Weapons**: The incident involved a weapon other than those described above.

Victim Code(s):　The victim code captures specific information regarding any individuals who were victimized by the incident (see definition below). A perpetrator cannot be a victim. At least one victim code must be reported. Enter ALL victim codes that apply from the list below. If there are no victims, enter code 700 (None). If code 700 is used, no other victim codes may be entered.

　　Definition of Victim:　For purposes of reporting school discipline data, a victim is defined as an individual who suffers physical or emotional injury, loss, or death because of a voluntary act by another person. Although a large population within a school may be inconvenienced by an action such as a bomb threat or lock down, students are not considered victims unless an action affects them personally in a substantial and negative way.

100　**Student**: The victim is an individual who is enrolled in an instructional program in the reporting school at the time the incident occurred.

200　**School Personnel**: The victim is employed at the reporting school at the time the incident occurred.

500　**Other**: The victim can't be identified in any of the listed categories for victims.

600　**Nonschool Personnel**: The victim is an individual who does not attend or work for the school (e.g., parent, community member, volunteer).

700　**None**: Use this code for incidents where no individual has been victimized.

 # Of Victims:　Enter the number of victims for each victim code (see above) entered. If the victim code is code 700 (None), then enter nothing for this field (a zero will be automatically entered).

Perpetrators

Perpetrator refers to the student(s) or nonstudent(s) involved in an incident. <u>For each incident there must be at least one perpetrator</u>. If there were several perpetrators involved in an incident, each must be reported under the same incident and the information listed below must be completed for each perpetrator.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

24

Perpetrator Identifier:

This field must be completed for all incidents. The perpetrator identifier must be the student's 9-digit state ID from the AIM system.

> NOTE: If a perpetrator is involved in any additional incidents, enter the <u>same identifier</u> for any in-school suspensions or out-of-school suspensions/ expulsions. You will be asked whether to pre-fill the perpetrator code, gender, and race. The program status code will also be pre-filled, including any disability codes, if applicable. Remember, in-school suspensions are only reported for students with disabilities only (see page 29 for a description of data elements for in-school suspensions).

Perpetrator Code: The perpetrator code identifies specific information about the type of perpetrator. Only one perpetrator code may be entered from the list below. If the perpetrator is a nonstudent or unknown, no further data are required.

100 **Student**: The perpetrator is an individual who is enrolled in an instructional program in the reporting school at the time the incident occurred.

640 **Nonstudent**: The perpetrator is a nonstudent, e.g., dropout, teacher, student from another school.

999 **Unknown**: The perpetrator is unknown.

Gender Code: If the perpetrator is an enrolled student in the school, the gender field must be entered.

M = Male
F = Female

Race/Ethnicity Codes (The Two-Part Question): New standards issued by the U.S. Department of Education make a distinction between race and ethnicity. Hispanic/Latino is considered an ethnicity, not a race. In order to determine the ethnicity and race of the perpetrator who is an enrolled student BOTH questions must be answered.

Part 1: Is the student Hispanic or Latino? (Choose only one)
No **Not Hispanic or Latino**

Yes **Hispanic or Latino** (a person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race).

In the school discipline application a checkbox is used to indicate 'Yes.'

Part 2: What is the student's race (Choose one or more)
AM7 **American Indian or Alaska Native** (a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment).

AS7 **Asian** (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam, and Laos.

BL7 **Black or African American** (a person having origins in any of the black racial groups of Africa).

NI7 **Native Hawaiian or Other Pacific Islander** (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).

WH7 **White** (a person having origins in any of the original peoples of Europe, the Middle East, or North Africa).

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

25

The OPI strongly encourages school districts to re-identify returning students. If the race or ethnicity of the student is not found in the student record, use the code that most clearly reflects the student's recognition in his or her community or with which the student most identifies. If the student or parent refuses to self-identify, observer identification should be used. *This is exactly the same as current practice.*

There was not enough room on the school discipline reports to display the answer to both questions. As a compromise (but still accurate), Race/Ethnicity will be displayed on reports as follows:

If the answer to part 1 is <u>Yes</u>, then the code displayed on the report will be "Hisp" regardless of race.

If the answer to part 1 is <u>No</u>, then the race code(s) that were entered will be considered accordingly:

 If one race is selected, that race code (as described above) will be displayed on the report.

 If more than one race is selected, "MU," indicating multiple races, will be displayed on the report.

Grade Level: If the perpetrator is an enrolled student in the school, the grade level must be entered.

Action Code: This code will define the action taken by the school district for each perpetrator reported under an incident who is an enrolled student in a school in the district. See definitions for Suspension and Expulsion below. Select one action code from the list below.

Definition of Expulsion: Montana Statute 20-5-202, MCA: Expulsion is a disciplinary action available only to the school district board of trustees ... . The board of trustees must adopt a policy defining the circumstances and procedures by which the trustees may expel a student. The trustees of a district must adopt a policy for the expulsion of a student who is determined to have brought a firearm to school for not less than one year. However, the trustees may authorize the school administration to modify the requirement of expulsion of a student on a case-by-case basis.

Definition of Suspension: Montana Statute 20-4-302(5), MCA: In a district employing neither a district superintendent nor a principal, the teacher has the authority to suspend a pupil for good cause. And, when either a district superintendent or a school principal is employed, only the superintendent or principal has the authority to suspend a pupil for good cause.

Montana Statute 20-5-202(1), MCA: The trustees of a district must adopt a policy defining the authority and procedure to be used by a teacher, superintendent, or principal in suspending a student.

Montana Statute 20-5-202(3): A teacher, superintendent or principal must suspend immediately for good cause a student who is determined to have brought a firearm to school (until the board of trustees can act on the expulsion).

 250 **Expulsion, placed in interim alternative educational setting (referral by school personnel)**: The student is expelled by an action of the school board of trustees from his/her current educational setting and placed in an interim alternative educational setting to continue receiving educational services for the duration of the expulsion. For a student with disabilities this would be an appropriate interim alternative educational setting where the student continues to participate in the general education curriculum, in another setting, and continues to progress toward meeting the IEP goals. The length of removal shall also include the school days the student was suspended pending board action to expel.

 260 **Expulsion, <u>without services</u>**: The student is expelled by an action of the school board of trustees from all school settings for the duration of the expulsion, with total cessation of educational services. The length of removal shall include the school days the student was suspended pending board action to expel.

 400 **Suspension, out-of-school, placed in interim alternative educational setting (referral by school personnel)**: The student is removed from his/her current educational setting in accordance with school district suspension policy and placed in an interim alternative educational setting to continue receiving educational services for the duration of the suspension. For a student with disabilities this would be an appropriate interim alternative educational setting where the student continues to participate in the general education curriculum, in another setting, and to progress toward meeting the IEP goals.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

26

410   Suspension, out-of-school, <u>without services</u>: The student is removed from his/her current educational setting in accordance with school district suspension policy and from all school settings for the duration of the suspension during which the student <u>does not</u> receive educational services.

Length of Removal:

Enter the length of the out-of-school suspension or expulsion, in school days, for each perpetrator who is an enrolled student. Partial days are reported as a decimal. A student who has been expelled for a "full year" will be expelled for at least 180 school days (the total number of days a school is in session in one year). <u>NOTE</u>: If a student is suspended until an expulsion hearing can be held and then the student is expelled, the action code shall reflect "expulsion" with or without services (action code 250 or 260) and the length of removal shall reflect the total number of school days suspended and expelled.

Expulsion/Suspension - Full Year/Shortened: If an incident is reported with a code that indicates a firearm was involved (code 11 [handgun], 12 [shotgun/rifle], or 13 [other firearms]), then (based on the federal and state Gun-Free Schools laws) information must be provided on whether the required removal was for a full year or shortened to less than a full year. Either Full Year or Shortened must be checked if the incident involves a firearm and the perpetrator is an enrolled student.

Montana law requires that school districts have a policy in place for the expulsion of a student who is determined to have brought a firearm to school, and that the expulsion must be for a period of not less than one calendar year unless the trustees modify the requirement for expulsion on a case-by-case basis (20-5-202, MCA).

Program Status Code: This code defines whether the student is regular education or special education (receiving special education and related services in accordance with the Individuals with Disabilities Education Act [IDEA]), and if the student has a Section 504 plan and/or is limited English proficient. See definitions below.

>   **Regular Education**: The student is receiving education services in the regular education program.

>   **Special Education**: The student is a student with disabilities who qualifies for special education and related services under the Individuals with Disabilities Education Act (IDEA) and is receiving those services in accordance with an Individualized Education Program (IEP).

>   **Section 504 Plan**: A plan developed to provide services and/or accommodations/modifications to a regular education student so that he/she may benefit from the education process. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities, including students, parents and staff members. Section 504 covers all students who are defined as having any physical or mental impairment that substantially limits one or more major life activities, including, but not limited to, learning.

>   **Limited English Proficient:** Applied to a student who is aged 3 through 21, is enrolled or preparing to enroll in an elementary or secondary school, and:

>   a. who was not born in the United States or whose native language is a language other than English;

>   b. who is American Indian or Alaskan Native, or a native of the outlying areas; and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or

>   c. who is migratory, whose native language is a language other than English and who comes from an environment where a language other than English is dominant, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

27

the individual the ability to meet the state's proficient level of achievement on state assessments, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in our society.

Choose one program status code from the following list:

Code	Program Status
11	Regular Education
11A	Reg Ed - Section 504 Plan
11B	Reg Ed - Limited English Proficient
12	Special Education
12B	Sp Ed - Limited English Proficient

> NOTE: A student who is eligible for special education and related services under IDEA will not have a Section 504 plan.
>
> Any necessary accommodations will be written into the student's IEP under IDEA.

Disability Code(s): For any perpetrator who is a student and is coded as special education in the program status field (code 12 or 12B, see above), a disability code or codes must be entered for all disabilities for which the student is determined eligible. Refer to the following list:

Code	Disability
AU	Autism
CD	Cognitive Delay
DB	Deaf Blindness
DD	Developmental Delay
DE	Deafness
ED	Emotionally Disturbed
HI	Hearing Impairment
LD	Learning Disability
OH	Other Health Impairment
OI	Orthopedic Impairment
SL	Speech/Language Impairment
TB	Traumatic Brain Injury
VI	Visual Impairment

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

28

Appendix B

Reporting Data Elements for Incidents of
In-School Suspensions for Students with Disabilities

This section of the instructions describes the data requirements for each data element in the process for reporting incidents of in-school suspensions for students with disabilities. If a school district is unable to report data electronically, the district must contact the OPI for instructions (see contacts on page 1).

In-School Suspension is defined as:
>Instance in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes, but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision. **In this data collection, incidents of in-school suspension are reported only for students with disabilities.**

No Incidents To Report: If a school has no incidents of in-school suspensions to report for students with disabilities, this section of the data collection may be ignored.

> NOTE: If a school HAS incidents to report of in-school suspension for students with disabilities, BUT HAS NO incidents of out-of-school suspensions/expulsions or nonstudent incidents to report, the school must still check the "No Incidents" box on the out-of-school susp/exp data entry screen.

Data to Be Reported

Student Identifier: This field must be completed for all students with disabilities who have been reported with in-school suspensions. The identifier is the student's 9-digit state ID from the AIM system. If a perpetrator is involved in any additional incidents, enter the <u>same identifier</u> for any in-school suspensions or out-of-school suspensions/ expulsions. You will be asked whether to prefill the perpetrator code, gender, and race. The program status code will also be prefilled, including any disability codes, if applicable.

Gender Code: If the perpetrator is an enrolled student in the school, the gender field must be entered.

>M = Male
>F = Female

Race/Ethnicity Codes (The Two-Part Question): New standards issued by the U.S. Department of Education make a distinction between race and ethnicity. Hispanic/Latino is considered an ethnicity, not a race. In order to determine the ethnicity and race of the perpetrator who is an enrolled student BOTH questions must be answered.

>Part 1: Is the student Hispanic or Latino? (Choose only one)
>**No   Not Hispanic or Latino**
>
>**Yes   Hispanic or Latino** (a person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race).
>
>In the school discipline application a checkbox is used to indicate 'Yes.'

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

29

Part 2: What is the student's race (Choose one or more)

AM7   **American Indian or Alaska Native** (a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment).

AS7   **Asian** (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam, and Laos).

BL7   **Black or African American** (a person having origins in any of the black racial groups of Africa).

NI7   **Native Hawaiian or Other Pacific Islander** (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).

WH7   **White** (a person having origins in any of the original peoples of Europe, the Middle East, or North Africa).

The OPI strongly encourages school districts to reidentify returning students. If the race or ethnicity of the student is not found in the student record, use the code that most clearly reflects the student's recognition in his or her community or with which the student most identifies. If the student or parent refuses to self-identify, observer identification should be used. *This is exactly the same as current practice.*

There was not enough room on the school discipline reports to display the answer to both questions. As a compromise (but still accurate), Race/Ethnicity will be displayed on reports as follows:
If the answer to part 1 is <u>Yes</u>, then the code displayed on the report will be "Hisp" regardless of race.
If the answer to part 1 is <u>No</u>, then the race code(s) that were entered will be considered accordingly:
    If one race is selected, that race code (as described above) will be displayed on the report.
    If more than one race is selected, "MU," indicating multiple races, will be displayed on the report.

Grade Level: If the perpetrator is an enrolled student in the school, the grade level must be entered.

LEP (Limited English Proficient) Status: If a student is determined to be limited English proficient, this box must be checked. Definition for LEP is:

Limited English Proficient: Applied to a student who is aged 3 through 21, is enrolled or preparing to enroll in an elementary or secondary school, and:

a. who was not born in the United States or whose native language is a language other than English;
b. who is American Indian or Alaskan Native, or a native of the outlying areas; and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
c. who is migratory, whose native language is a language other than English and who comes from an environment where a language other than English is dominant, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual the ability to meet the state's proficient level of achievement on state assessments, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in our society.

Length of Removal: The length of the in-school suspension must be entered in **school day(s) or fraction of a day.** An example is a student who is removed for 1 period that is 50 minutes of a 6-hour day. The length of the in-school suspension is .14 (6 hrs = 360 minutes; 1 period = 50 minutes; 50 minutes / 360 minutes = .14 of the day).

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

30

Disability Code(s): In-school suspensions are reported for students with disabilities only. A disability code or codes must be entered for all disabilities for which the student has been determined to be eligible. Refer to the following list:

Code	Disability
AU	Autism
CD	Cognitive Delay
DB	Deaf Blindness
DD	Developmental Delay
DE	Deafness
ED	Emotionally Disturbed
HI	Hearing Impairment
LD	Learning Disability
OH	Other Health Impairment
OI	Orthopedic Impairment
SL	Speech/Language Impairment
TB	Traumatic Brain Injury
VI	Visual Impairment

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

31

Appendix C

Required Federal Reports

This is the list of federal reports that require the data collected in the School Discipline Data Collection application. **(Pay particular attention to Unsafe School Choice Option - this may affect your school.)**

ESEA, Title XIV, Part F – Gun-Free Schools Act (GFSA) – The GFSA requires the state education agency to provide data annually to the U.S. Department of Education to ensure the implementation of the Act. Data provided on students involved in firearms incidents satisfy this requirement.

ESEA, Title IV – Safe and Drug-Free Schools and Communities Act (SDFSCA) – The SDFSCA requires the state education agency to report data annually on incidents of prohibited behavior on school property, including information about those committing the offense and those victimized by the incident.

Individuals with Disabilities Education Act (IDEA), Part B, Annual Data Report – The state education agency is required to report data annually on students with disabilities who have been suspended or expelled for weapons or drugs violations, as well as unilaterally removed (suspended/ expelled) for more than 10 days, or a series of suspensions that total more than 10 days during the school year reported.   New requirements since 2007 include unilateral removal for serious bodily injury, total number of out-of-school suspensions/expulsions totaling less than 10 days and in-school suspensions for students with disabilities.

ESEA, Title IX – **Unsafe School Choice Option** (NCLB) – The U.S. Department of Education requires the state education agency to report annually on the number of schools identified as "persistently dangerous."   The following definition of "persistently dangerous" has been developed by the OPI in consultation with local education agencies and other interested parties:

"A Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:

1) in each of three consecutive years, the school has a federal or state gun-free schools violation or a violent criminal offense has been committed on school property, and

2) in any two years within a three-year period, the school has experienced expulsions for drug, alcohol, weapons, or violence that exceed one of the following rates:
   a. more than 5 expulsions for a school of less than 250 students,
   b. more than 10 expulsions for a school of more than 250 students, but less than 1,000 students,
   c. more than 15 expulsions for a school of more than 1,000 students."

For OPI policy document on Persistently Dangerous Schools designation, go to the following link:
http://www.opi.state.mt.us/pdf/safeschools/persistentlydangerous.pdf

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

32

Appendix D

Frequently Asked Questions and Answers

The following questions and answers address issues that occurred with some frequency in the data that were reported in previous years. Please take the time to read through these, as they may provide guidance for your situation.

1. **Question:** Must a school submit a school discipline report if the school has no incidents to report?

   Answer: <u>Yes</u>. A completed report form must be submitted for every school in the district. If a school has no incidents that resulted in out-of-school suspensions/expulsions or incidents involving nonstudents, the "No Incidents Reported" box on the Out-Of-School Susp/Exp data entry screen must be checked for that school. (No action is necessary on the In-School data entry screen if a school has no in-school suspensions to report for students with disabilities.)

2. **Question**: Can data for several schools in the district be reported under one school?

   Answer: <u>No</u>. School Discipline Data must be reported under the school where the incident occurred or where the students involved in the incident attend school. If a school has no incidents that resulted in out-of-school suspension/expulsions or incidents involving nonstudents, the "No Incidents Reported" box on the Out-Of-School Susp/Exp data entry screen must be checked for that school. (No action is necessary on the In-School data entry screen if a school has no in-school suspensions to report for students with disabilities.)

3. **Question**: How would an incident of out-of-school suspension/expulsion be reported if the students involved each have different incident codes that pertain to them individually (example: two students rob the school office – one student carries a knife and the other student carries a gun)?

   Answer: School discipline data reporting is incident driven. An incident is reported as <u>one</u> incident, even though you use several incident codes to <u>describe</u> the incident and there are several students involved. For instance, the above case should be reported as follows: there is one incident with several incident codes that apply – 2600 (robbery), 12 (shotgun/rifle) and 20 (knife), and under that one incident, there are two student perpetrators. Because a firearm is involved in the incident, the district's firearm policies should be followed - that is, most likely the board of trustees will determine the action taken with the students involved in the incident. For purposes of data reporting, it is unnecessary to distinguish which student carried the rifle and which carried the knife. However, action codes (school action taken) for this incident may be different for each student and one student may be removed for a longer period of time than the other. Because both students are involved in a "firearms" incident, the school must report for each whether the removals are for a full year or have been shortened. The school district can use some discretion on whether to report separate incidents in certain cases, but the emphasis is on the incident and what/who was involved in that incident.

4. **Question**: How should an incident be reported if the student is suspended out-of-school for several days until the board of trustees can meet and then the student is expelled – should this be two incidents, one for the suspension and one for the expulsion?

   Answer: The emphasis is on the incident and this is one incident, not two. The action code should reflect expulsion (which is the end result) and the number of days removed should include the total number of days, both suspended and expelled, for that incident.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

33

5. **Question**: If a student is expelled until the end of the school year, must the number of days be reported?

   Answer: <u>Yes</u>. The number of <u>school</u> days a student is removed is a required field if the perpetrator is a student. If a student is expelled for the remainder of the year the number of school days must be determined. A full year removal, for example, from November to November, is around 180 school days.

6. **Question**: Are there certain reporting requirements when a student has brought a firearm to school?

   Answer: <u>Yes</u>. Firearm incidents (code 11 [handgun], 12 [shotgun/rifle], or 13 [other firearms]) may be reported with an action code that reflects an out-of-school expulsion or suspension. Montana Statute (20-5-202, MCA) requires that boards of trustees must have in place a policy for expelling a student for not less than one year if the student is determined to have brought a firearm to school, except that a school board may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis. Remember that expulsion is a disciplinary action that is only available through the school district board of trustees, and there must be policies in place in the school district defining the circumstances and procedures for expulsion and suspension when a firearm is involved. If a firearm is involved, each student record must show if the suspension or expulsion for that student was for a full year or was modified to less than a full year (in the electronic application, the full year/modified year are automatically filled in based on the number of days of removal that has been entered; however, the reporting agency may override that setting).

7. **Question**: How should an incident be reported that involves two students, each one from a different school (for example, one student from the middle school and one student from the high school)?

   Answer: Since each student involved in the incident attends a different school, the incident must be reported at each school to include the student information for the student who attends that school. This would result in two incidents being reported for what was essentially one incident; however, the data would correctly indicate students at each school, which could only be reported in this method.

8. **Question**: Should an incident be reported that involves a student on the last day of school in which the student would normally be suspended or expelled, but because it's the last day of school there is no action taken?

   Answer: <u>Yes</u>. If a student commits a violation on the last day of school that would normally result in out-of-school suspension or expulsion, more than likely the student would be removed from the school for the remainder of that last day of school. The incident should be reported and the length of removal should reflect the portion of that last day of school for which the student is removed. It is important to report this incident, and using a portion of a day allows the incident to be reported.

9. **Question**: A student is involved in an incident that results in the student being expelled for a certain amount of time. The parents remove the student from school before the expulsion can be implemented. Should the incident be reported?

   Answer: <u>Yes</u>. Even though the student was removed by the parents prior to implementation of the suspension/expulsion, this incident must still be reported along with the length of removal that would have been imposed if the student was still enrolled at the school.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

34

10. Question: There is a bomb threat called in that prompts the evacuation of the entire school. Should the number of victims include every student and staff in the school?

Answer: No. The definition in the glossary for the term "victim" clarifies that a victim is an individual who suffers physical or emotional injury, loss or death because of a voluntary act by another person. This would not include the inconvenience experienced by students and staff because of the evacuation of a building. Unless there was an individual who was emotionally or physically injured during a bomb threat, there would be no victims reported.

11. Question: If a school has several in-school suspensions of students with disabilities to report, but does not have any out-of-school suspensions or expulsions to report, must the "No Incidents Reported" on the Out-of-School Susp/Exp data entry screen still be checked?

Answer: Yes. A school that has no incidents of out-of-school suspensions/expulsions or incidents involving nonstudents must check the "No Incidents Reported" on the Out-of-School Susp/Exp data entry screen, whether the school also has in-school suspensions to report or not.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

35

Appendix E
Citrix Setup

Hardware and Software Requirements

Windows
Operating System: Windows XP Pro SP3, Vista, or Windows 7 (32-bit and 64-bit)
    PLEASE NOTE: OPI does not support Vista; Windows 7 support is limited!
Browsers: IE 6 will still work, but we recommend IE 8; Firefox 1.0 or greater,
        recommend 3.x
Citrix plug-in: Version 12 is the most current version

Citrix Client requires installation by user with administrative privileges on workstation

Macintosh
Power Macintosh G4 or greater
Memory   8mb of Ram as required for a web browser
Operating System   10.5 (Leopard) or greater
Hard disk   40 GB hard drive
Citrix Client   Citrix online plug-in for MAC Version 11.1
Browser   Safari 2.x or greater; Firefox 2.x or greater

For more information on recommended computer hardware and software, visit the OPI Resources site at http://opi.mt.gov/Resources/Index.html?gpm=1_8

NOTE: A screen resolution of 800 x 600 or higher will provide you with the most efficient video resolution. A resolution of 640 x 480 will not provide you with a good working environment. To change your video resolution, right click anywhere on your desktop, go to Properties and select Settings. Move the slider bar under Screen Area until a resolution of 800 x 600 or higher is displayed. Click OK. You will be prompted to accept the new settings in the "Display Settings" dialog box. The monitor will blank and display the new settings under the "Monitor Settings" dialog box. If you do not click on the OK button at this point, your settings will be returned to normal after 15 seconds. If the video settings appear normal click OK and your monitor resolution will be reset.

If you experience difficulty getting to the OPI home page, please try to reach another site like www.yahoo.com or www.google.com. If you cannot reach either of these sites, your problem is likely with your local Internet provider. Please give them a call. If you find that you can reach other sites on the Internet, but cannot reach the OPI site, please call the OPI Help Desk at 406-444-0087.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

36

Logging In To IRIS

Access to the School Discipline Data Collection is through the OPI home page at http://www.opi.mt.gov. At the OPI home page, choose the Reports & Data menu and select Citrix/IRIS Login from the top of the fly-out menu or the button in the middle of the Web page.
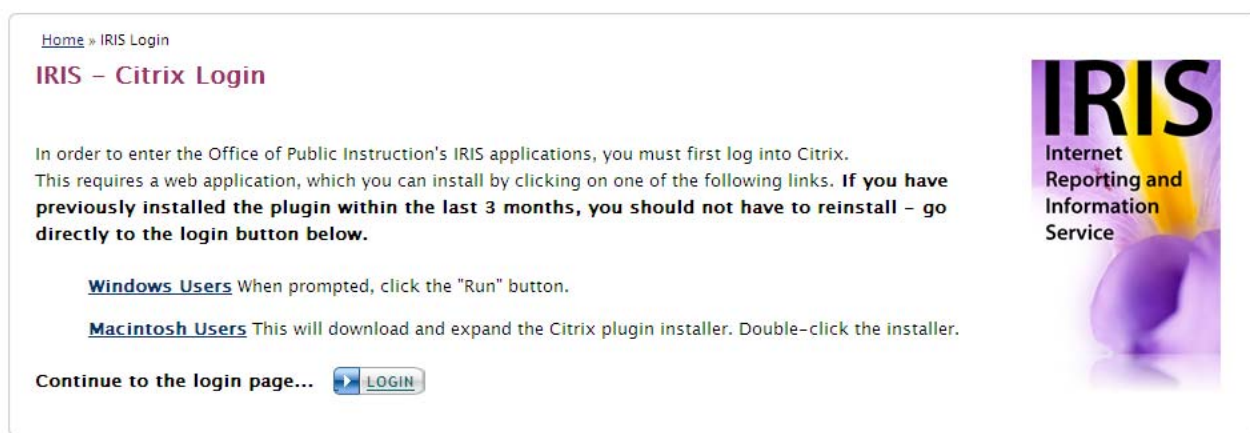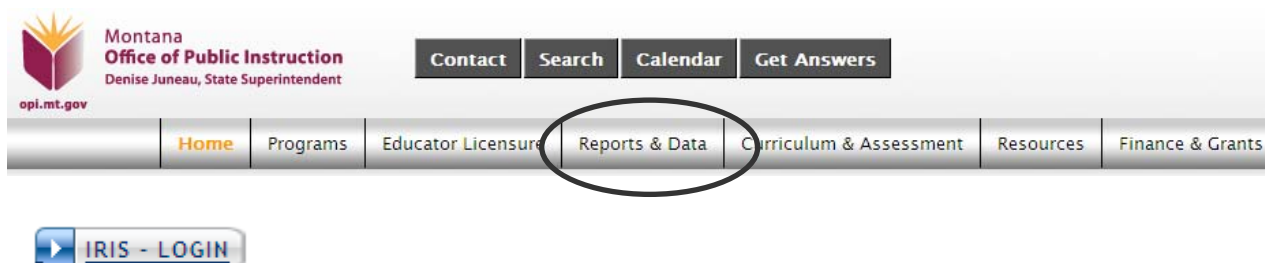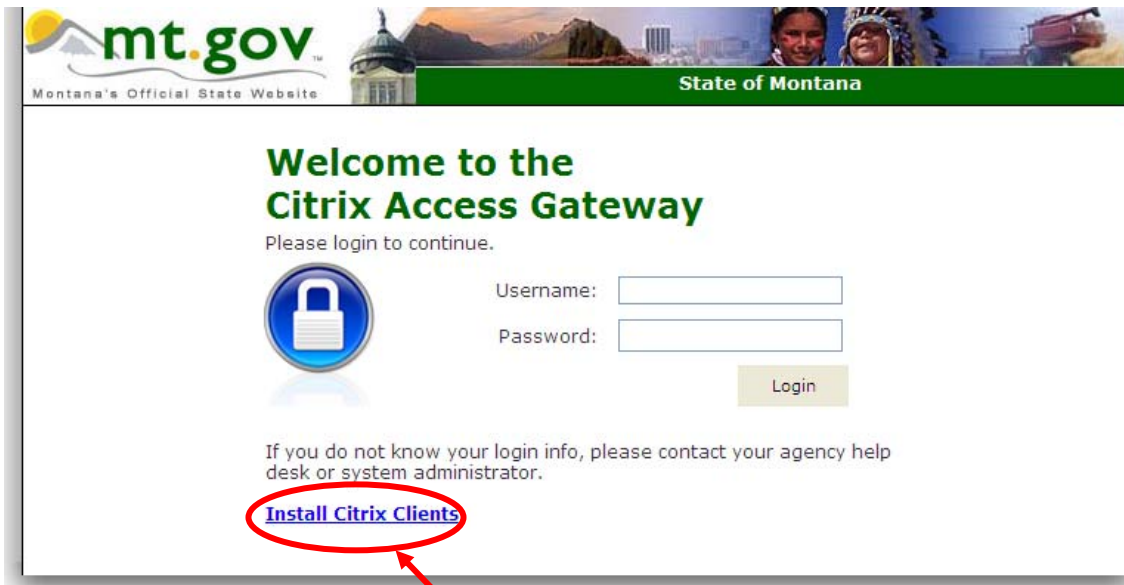

IMPORTANT

If you have __never__ used a Citrix application through our IRIS site before, click on the appropriate button on the IRIS-Citrix Login screen.

If you already have the Client installed and updated, go directly to the LOGIN button at the bottom of the IRIS/Citrix Login screen.

You will be taken to the Citrix Access Gateway where you will be prompted for your user name and password. You will also have another opportunity to install the most current Citrix client software if you have not already done so.

The links for Windows and Macintosh Users are for downloading the Citrix client software appropriate for your operating system.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc
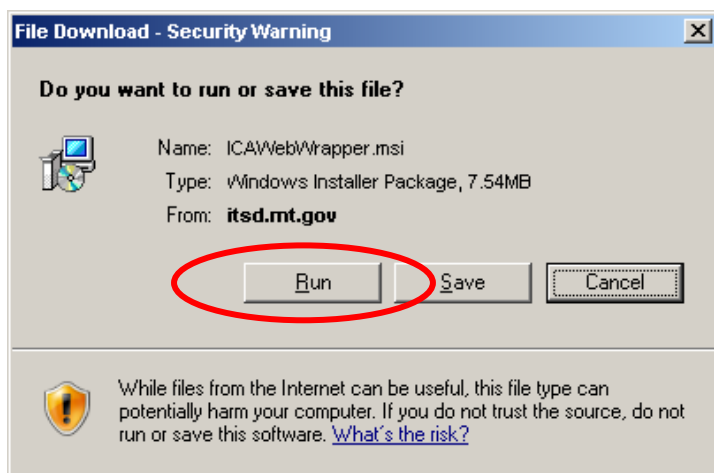
37

Click on Install Citrix Client

If you choose to install the client from this location, here are the screens you will probably see.

Click on "**Windows 7/XP/Vista/2003/2008**" – click "Run" when prompted in the next box.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

38

Do NOT save this file to disk.

Due to differences in operating system versions, the dialog boxes you see may not match this screen shot exactly. Follow the process without worrying about the exact wording.

When the installation is complete, you will need to close and reopen your Web browser.
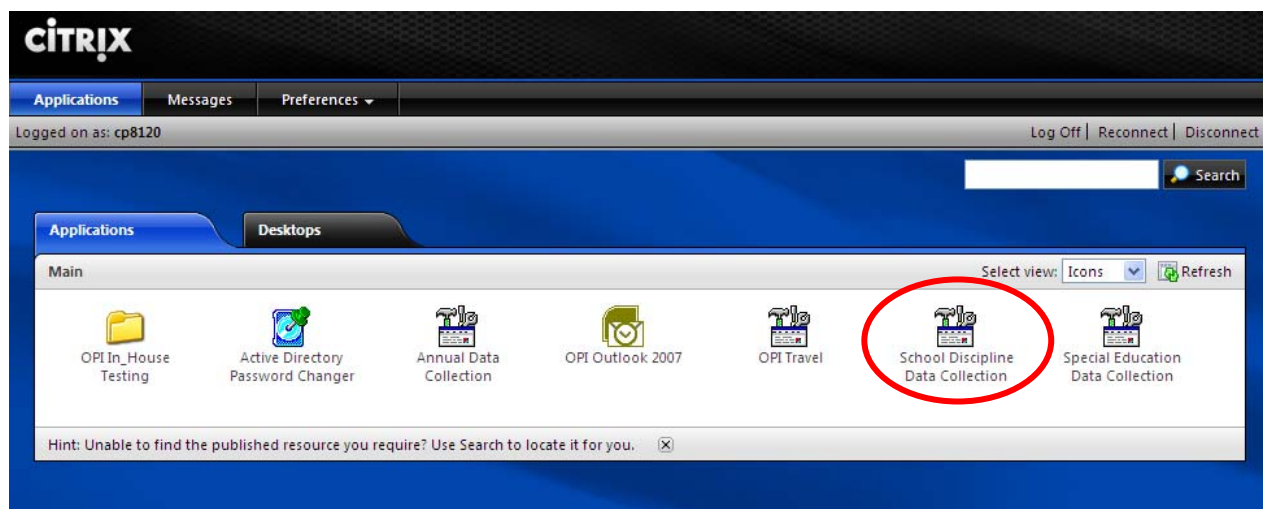
After Citrix client is installed

Congratulations! You have successfully connected to the OPI-CITRIX server and are ready to begin your work.
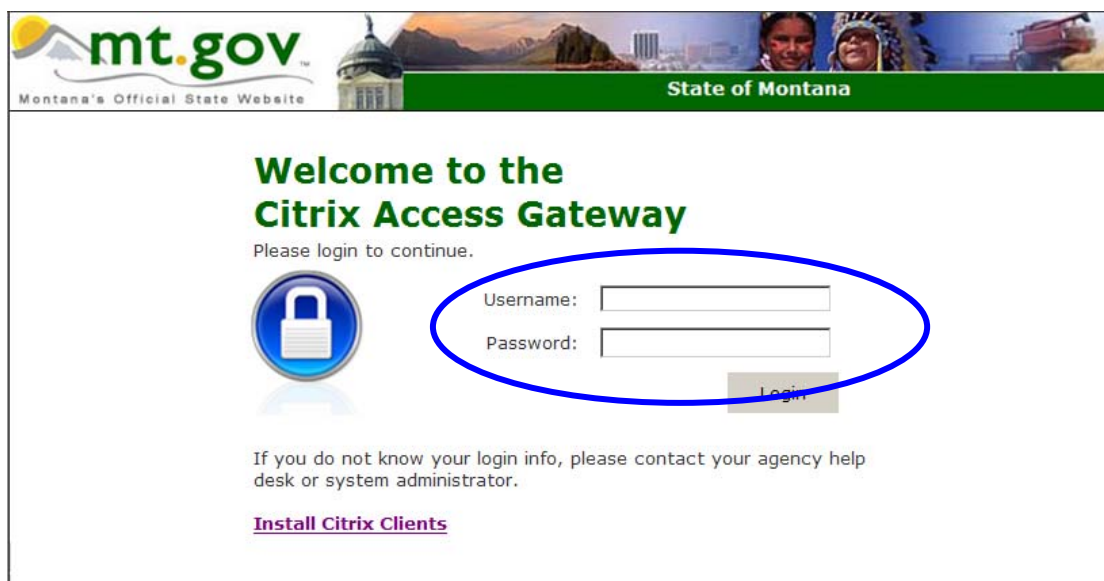

Log in using the User Name and password provided to your district by the Office of Public Instruction in June. If you cannot find your User Name and password, call the OPI Help Desk at (406) 444-3448. A replacement copy can be mailed to the Authorized Representative for the district.

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

39

Click on the School Discipline Data Collection icon.

The first time you use any Citrix application, you may see one or both of these boxes.
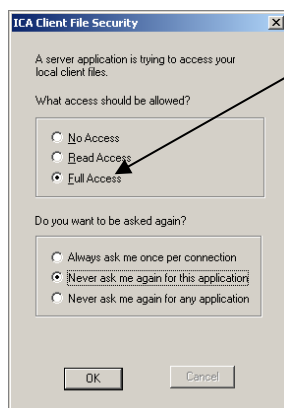
Select Full Access. The purpose of this selection is to allow access to the Citrix client software that you have installed on your computer. *This also allows Citrix to create a folder on your C: drive and copy PDF files of your reports to the folder.*

Depending on whether you ever want to be bothered with this message box, choose any of the options under "Do you want to be asked again?" Click <u>OK</u>.
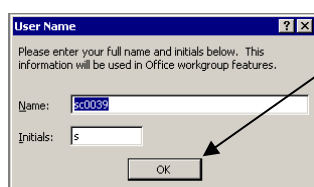
Click <u>OK</u>. Don't type anything in either field.

The School Discipline Information page allows you to access this instruction manual, the list of codes, the glossary, and out-of-school and in-school worksheets. The link to the page is: http://www.opi.mt.gov/Reports&Data/Index.html#gpm1_10

SEPTEMBER 2010
S:\SEDATA\Data Manager\DataManagerInformation\School Discipline\2011\SchDiscInst Manual 2011 - proofed mw.doc

40